

**STATE OF TEXAS
PURCHASE ORDER**

1. Agency Name & No. <p style="text-align: center;">TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306</p> <p style="text-align: center;">Tax Exempt agency of the Texas State Government</p>	4. Purchase Order No. <p style="text-align: center;">306-16-8314</p>	12. HUB: <p style="text-align: center;">N/A</p>	13. Order Type: <p style="text-align: center;">Spot</p>
2. Agency Billing Address <p style="text-align: center;">**ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185</p>	5. PCC E	14. Vendor Identification No: 13812919101-000	
	6. Current Document No.	15. Vendor Address: <p style="text-align: center;">TerryBerry Company 2033 Oak Industrial Drive NE Grand Rapids, MI 49505</p>	
	7. Document (order) amt <p style="text-align: center;">\$100.00</p>		
	8. REF DOC	16. Vendor Contact Info: <p style="text-align: center;">Lillian McBeth Phone: (800) 847-1813 Fax: Email: lmcbeth@terryberry.com</p>	
9. Service Period or Expected Delivery Date: <p style="text-align: center;">3/4/2016</p>	10. Agency Contact: Pam Rodriguez Phone: (512) 463-3037 Email: prodiguez@tsl.texas.gov Fax: (512) 475-3393		
3. Destination of goods or service <p style="text-align: center;">FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701</p>	11. TSLAC Project Contact: Donna Warren Phone: (512) 463-5474 Email: human_resources@tsl.texas.gov		

17. Description

2016 Service Awards are listed below. Please send proofs to TSLAC Project contact in box # 11. Order confirmation should be send to TSLAC Project contact and Purchasing.

TSLAC Terms & Conditions and Invoicing Instructions are attached. Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department.

TSLAC NOTE: Please have service awards delivered to Human Resources. Thank you!

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09351	16	7211	7399	\$100.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	On Ear Bluetooth Headphones -Reymund Paramo Item # C-48	080-15	1	Each	\$75.50	\$75.50
2.	ESTIMATED Shipping and Handling	962-86	1	Lot(s)	\$24.50	\$24.50
Grand Total						\$100.00

26. Legal Cites: TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

27. Division Tracking Number: ADM 16-090

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

28. Approval Signature 	Date <p style="text-align: center;">2/4/2016</p>	29. Vendor Signature	Date
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**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

RECEIVED

Fiscal Year 16

JAN 29 2016

☒ Purchase Requisition (PR) Blanket/Non-PR*

Blanket PO # _____

*CFO Signature not required for blankets

PO # 306-16-8314

Division Tracking # ADM 16-090

Previous PO # _____

Encumbrance Number _____

Requested Delivery Date: _____

Vendor Name: PURCHASING Terryberry Company

Address: 2033 Oak Industrial Drive NE

City, State, Zip: Grand Rapids MI 49505

Phone: 800-847-1813 Fax: _____

Contact Name: Lillian McBeth

Email: lmcbeth@terryberry.com

Vendor #: 13812919101-000

DUNS: _____

SAM Expiration Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
C-48: On Ear Bluetooth Headphones	080-15	1	each	\$ 75.50	\$ 75.50	09351	7399	7211
ESTIMATED SHIPPING COST	080-15	1	lot	\$ 24.50	\$ 24.50	09351	7399	7211
Subtotal					\$ 100.00			
Shipping & Handling						if applicable		
Grand Total					\$ 100.00			

Special Instructions: RETIREMENT GIFT FOR REYMUND PARAMO

Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)

Donna Warren

1. Requestor or Contract Manager Signature (always required)

Donna Warren 512-463-5474

Type name & phone number of Requestor or Contract Manager

6. Executive Signature (if required)

Donna Warren 1/29/16

Date

7. Chief Fiscal Officer (always required)*

P Rodriguez CTP 3/1/2016

Date

2. Purchasing Liaison Signature

Date

Ordered by

Date

3. Division Director Signature (always required)

Date

3/1/2016
Estimated Delivery Date

4. If IT related, send PR to Accessibility Team

For Accessibility Team:

ADA Compliant: (circle one)

YES

NO

5. Director or IRT (if required)

Date

Received by (signature)

Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev: 5/2015

Vendor Change Approvals:

Please initial and date accordingly

Purchasing Signature _____ Date _____

1 _____

5 _____

2 _____

6 _____

3 _____

7 _____

